

MICHIGAN COLLECTION PRACTICES LICENSING GUIDE

ELIGIBILITY FOR LICENSING – COLLECTION AGENCY MANAGER

- Completes at least 6 months of full-time experience in the collection of accounts.
- Submits [Collection Agency Manager License Application](#) found at www.michigan.gov/collections.
 - Applicant must be at least 18 years of age, be of good moral character, and have a high school diploma or possess the equivalent of a high school education. The fee due at the time of application is \$85 if applying as a non-owner manager or there is no fee if applying as an owner manager.
- Pass the required examination administered by PSI Services, LLC (PSI). The cost of the examination is \$56.

*Records unavailable from a foreign country in relation to education or experience shall be allowed upon submitting the following to the department:

(a) A notarized affidavit approved stating the total number of years of education received, the name of the school or schools attended, the dates each school was attended, the degree obtained, the courses taken, the grades received, and the names of each former employer.

(b) A notarized statement approved from a governmental official testifying to the unavailability of the necessary records.